# Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

**Technical Bid:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?**  |  |
| * Form A: Bid Submission Form
 | [ ]  |
| * Form B: Bidder Information Form
 | [ ]  |
| * Form D: Qualification Form
 | [ ]  |
| * Form E: Format of Technical Bid
 | [ ]  |
| * From G: Form of Bid Security
 | [ ]  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?**  | [ ]  |

**Price Schedule:**

|  |  |
| --- | --- |
| * Form F: Price Schedule Form
 | [ ]  |

## Form A: Bid Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | [Insert ITB Reference Number] |

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
2. have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
5. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
6. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and weembrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Bidder*]

## Form B: Bidder Information Form

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder’s Authorized Representative Information** | Name and Title: [Complete] Telephone numbers: [Complete]Email: [Complete] |
| **Are you a UNGM registered vendor?** | [ ]  Yes [ ]  No If yes, [insert UGNM vendor number]  |
| **Are you a UNDP vendor?** | [ ]  Yes [ ]  No If yes, [insert UNDP vendor number]  |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent)** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues** | [Complete] |
| **Is your company a member of the UN Global Compact**  | [Complete] |
| **Contact person that UNDP may contact for requests for clarifications during Bid evaluation**  | Name and Title: [Complete]Telephone numbers: [Complete]Email: [Complete] |
| **Please attach the following documents:**  | * Certificate of Incorporation/ Business Registration
* Trade name registration papers, if applicable
* Signature Circular/Power of Attorney
* Certification or authorization to act as agent / dealer / distributer on behalf of the Manufacturer
* Export Licenses, if applicable
* Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country
 |

##

## Form D: Eligibility and Qualification Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | [Insert ITB Reference Number] |

If JV/Consortium/Association, to be completed by each partner.

**History of Non- Performing Contracts**

|  |
| --- |
| [ ] Non-performing contracts did not occur during the last 3 years  |
| [ ]  Contract(s) not performed in the last 3 years |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in TRY) |
|   |  | Name of Client: Address of Client: Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |
| --- |
| [ ]  No litigation history for the last 3 years |
| [ ]  Litigation History as indicated below |
| **Year of dispute**  | **Amount in dispute** (in TRY) | **Contract Identification** | **Total Contract Amount** (current value in TRY) |
|   |  | Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute:Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

*Bidders shall submit* Statements of Satisfactory Performance (i.e. Reference Letters, Work Completion Certificates) along with their bids. Reference letters and/or Completion Certificates shall include the information requested in above table at minimum.

**Financial Standing**

|  |  |
| --- | --- |
| **Annual Turnover for the last 3 years** | Year       TRY      Year       TRY      Year       TRY       |
| **Latest Credit Rating (if any), indicate the source** |  |

|  |  |
| --- | --- |
| **Financial information**(in TRY equivalent) | **Historic information for the last 3 years** |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit  |  |  |  |
| Current Ratio |  |  |  |

Bidders shall submit copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition: Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;

* 1. Historic financial statements must be audited by a certified public accountant;
	2. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## Form E: Format of Technical Bid

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | [Insert ITB Reference Number] |

The Bidder’s Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Bidder’s qualification, capacity and expertise**

* 1. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
	2. Relevance of specialized knowledge and experience on similar engagements done in the region/country.

**SECTION 2: Scope of Supply, Technical Specifications, and Related Services**

This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

Bidders shall fill out below table in English by indicating the Brand Name and Model number of the products offered as well as the specifications of the offered products corresponding to the specifications listed in below table. If the offered product does not meet any of below minimum technical specifications, it will not be considered to be compliant and the offer will be disqualified. Please ensure that the offered product meets the minimum specifications requested below.

|  |  |  |
| --- | --- | --- |
| **#** | ***Description/Specifications of the item to be supplied*** ***Temin edilecek olan pozun açıklamaları/özellikleri*** | ***Your Offer (Please confirm conformance with the required technical specifications and indicate if there is any deviation from the required technical specifications)*** |
| **1** | **Wind Turbine (Quantity:5)*****Rüzgar Türbini (5 adet)*** | **Indicate Brand Name and Model Number:** |
|  | 1.1 | Type: Horizontal*Tip: Yatay* |  |
| 1.2 | Rated Output: minimum 3000 Watt*Nominal Çıkış: en az 3000 watt* |  |
| 1.3 | Peak Output: maximum 5500 Watt*En yüksek çıkış:* *en çok 5500 Watt* |  |
| 1.4 | Number of Blades: minimum 3*Kanat Sayısı: en az 3* |  |
| 1.5 | Voltage: 48 VDC /400 VAC*Voltaj: 48 VDC /400 V AC* |  |
| 1.6 | Power Control: Remote, Web and/or smart phone application, PLC and/or Scada or equal*Güç Kontrolü: Uzaktan, web ve/veya akıllı telefon uygulaması, PLC ve/veya Scada veya eşiti* |  |
| 1.7 | Nacelle: Yes*Nasel: Evet* |  |
| 1.8 | Overspeed and Storm Protection: Active pitch control*Aşırı Devir ve Fırtına Koruma: Aktif kanat açı kontrolü* |  |
| 1.9 | Application: On-grid, off-grid, hybrid and energy storage (battery charging)*Uygulama: Şebekeye bağlı, şebekeye bağlı olmayan, hibrit ve enerji depolama (akü şarj etme)* |  |
| 1.10 | Survival Speed: minimum 30 m/s*Dayanma Rüzgar Hızı: en az 30 m/s* |  |
| 1.11 | Start-up Speed: maximum 3 m/s*Başlangıç Rüzgar Hızı: en çok 3 m/s* |  |
| 1.12 | Tower: Foldable*Kule: Katlanır* |  |
| 1.13 | Tower Height: minimum 9 m*Kule Yüksekliği: en az 9 m* |  |
| 1.14 | Shall have one of the IEC 61400-2 or EN 61400-2 test certificates. A copy of the IEC 61400-2 or EN 61400-2 certificate shall be submitted within the quotation.*IEC 61400-2 veya EN 61400-2 test sertifikalarından birine sahip olmalıdır. IEC 61400-2 veya EN 61400-2 test sertifikasının kopyası teklif içerisinde sunulacaktır.* |  |
| 1.15 | Installation/configuration of the base of turbines (including excavation and construction works): Yes*Türbinlerin tabanlarının kurulumu/montajı (kazı ve inşaat işleri dahil): Evet* |  |
| 1.16 | Site visits to the each delivery location shall be organized by the contractor within 10 business days following the contract signature date. One representative of the contractor shall attend all site visits. Construction plan for the base of the wind turbines and technical drawings of the offered product shall be submitted to UNDP within 10 business days after contract signature date. Technical drawings shall also include a sample single line diagram for hybrid, on grid and off grid applications of the offered product. The technical drawings and construction plans shall be subject to UNDP approval.*Sözleşme imza tarihinden itibaren 10 iş günü içerisinde yüklenici tarafından saha ziyareti organize edilecektir. Yüklenicinin bir temsilcisi tüm saha ziyaretlerine katılacaktır. Rüzgar türbinlerinin temellerine ait inşaat planları ve teklif edilen ürünün teknik çizimleri sözleşme imza tarihinden itibaren 10 iş günü içerisinde UNDP’ye teslim edilecektir. Teknik çizimler teklif edilen ürünün hibrid, on grid ve off grid uygulamalarına yönelik örnek tek şemalarını da içerecektir. Teknik çizimler ve inşaat planları UNDP onayına tabidir.* |  |
| 1.17 | User Training: 12 hours training following completion of delivery*Kullanıcı Eğitimi: Kurulum tamamlandıktan sonra 12 saat eğitim* |  |
| 1.18 | Warranty: Minimum 5 years of valid manufacturer/importer company guarantee. Signed and stamped guarantee certificate shall be submitted at delivery.*Garanti: Minimum 5 yıl üretici/ithalatçı firma garantisi olacaktır. İmzalı ve kaşeli garanti sertifikası teslimatta verilecektir.* |  |
| 1.19 | Application and User Manual: Yes*Uygulama ve Kullanıcı Kılavuzu: Evet* |  |
| 1.20 | Installed system shall include and be able to charge four (4) gel type batteries with 12V nominal voltage and 200 Ah capacity.*Kurulu sistem 12V nominal voltaja ve 200 Ah kapasiteye sahip dört (4) adet akü içermeli ve bu aküleri şarj edebilmelidir.* |  |
| 1.21 | A basic drawing of offered system configuration indicating nominal capacity, nominal voltage and nominal current values of each item used in the system configuration shall be submitted with the bid.*Teklif edilen sistem konfigürasyonuna ait basit çizim ve konfigürasyonda kullanılan kalemlere ait nominal güç, nominal gerilim ve nominal akım değerleri teklifle birlikte sunulmalıdır.* |  |
| 1.22 | The wind turbines with all accessories as a system will be used for educational purposes in Vocational Schools in each location. Delivery, configuration, installation and commissioning of the wind turbines as a system with all accessories (including but not limited to inverters, batteries, controllers, towers, etc.) shall be provided on a turnkey basis in line with the requirements defined in technical specifications and the Contractor shall not charge additional fees for the materials such as cables, fasteners, bolts, welding etc. or for accessories/materials which are not specified in the technical specifications. System components and whole system must be compatible with each other.*Rüzgar türbinleri tüm aksesuarları ile bir sistem olarak her bir lokasyondaki Meslek Yüksekokullarında eğitim amaçlı kullanılacaktır. Rüzgar türbinlerinin tüm aksesuarları (inverterlar, bataryalar, kontrolörler, kuleler vb. dahil ancak bunlarla sınırlı olmamak üzere) bir sistem olarak temini, konfigürasyonu montajı ve hizmete alımı teknik şartnamede belirtilen şartlara uygun anahtar teslimi olarak tamamlanacak ve Yüklenici kablo, bağlantı elemanı, cıvata, kaynak vb malzemeler ile teknik şartnamede belirtilmeyen aksesuarlar/malzemeler için ek ücret talep etmeyecektir. Sistem bileşenleri ve tüm sistem birbiriyle uyumlu olmalıdır.* |  |

Product catalogue/brochure of the proposed brand/model showing detailed technical specifications of the goods and a copy of the IEC 61400-2 or EN 61400-2 certificate should be submitted.

|  |  |  |
| --- | --- | --- |
| **Other Related services and requirements** *(based on the information provided in Section 5b)* | **Compliance with requirements**  | **Details or comments** **on the related requirements** |
|  **Yes, we comply** | **No, we cannot comply***(indicate discrepancies)* |
| Turnkey Delivery and ınstallation of each turbine in each location within 110 days following the signature of the contract |  |  |  |
| Guarantee (min. 5 years) |  |  |  |
| Training following installation |  |  |  |

## FORM F: Price Schedule Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | [Insert ITB Reference Number] |

The Bidder is required to prepare the Price Schedule following the below format.

**The price shall not include value added tax (VAT) since UN and its subsidiary organs are exempt from all taxes except the special consumption tax.**

**Currency of the Bid:** United States Dollars (USD)

**Price Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Goods // *Malın Tanımı*** | **UOM // *Ölçüm Birimi*** | **Quantity // *Miktar*** | **Turnkey Unit Price // *Anahtar Teslim* *Birim Fiyat* (USD)** | **Turnkey Total Price // *Anahtar Teslim Toplam* *Fiyat*****(USD)** |
| **Wind Turbines // *Rüzgar Türbinleri***  | **Each // *Her Biri*** | **5 pieces // *5 adet*** |  |  |
| **Total Final and All-Inclusive Bid Price\* (USD)*****Toplam kesin ve her şey dahil fiyat teklifi***  |  |

\*The bidders shall include all types of costs to be incurred until turnkey delivery of the turbines at locations stipulated in this ITB, in their bid prices. No additional payment over and above the bid price of the successful bidder shall be made.

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Functional Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## FORM G: Form of Bid Security

Bid Security must be issued using the official letterhead of the Issuing Bank.

Except for indicated fields, no changes may be made on this template.

To: UNDP

 *[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called “the Bidder”) has submitted a Bid to UNDP dated Click here to enter a date. to execute goods and/or services [Insert Title of Goods and/or Services] (hereinafter called “the Bid”):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

1. Fails to sign the Contract after UNDP has awarded it;
2. Withdraws its Bid after the date of the opening of the Bids;
3. Fails to comply with UNDP’s variation of requirement, as per ITB instructions; or
4. Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bid.

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Stamp with official stamp of the Bank]*

*[insert: address and email address]*